

CHAPTER 4

REPORTING REQUIREMENTS

Participating SNG institutions are required to submit details of SNG eligible students through various reports. These reports include the quarterly interim reports used for reconciliation purposes with the year end submission, unit record reports and validation reports for private schools, TRIO schools and schools that have received transfer fund dollars.

INTERIM REPORT

The “**Interim Report**” is a quarterly data submission that includes student details for every *eligible* SNG student *awarded* the SNG (“**served students**”) and every *eligible* enrolled student who has not been awarded the SNG due to lack of funding (“**unserved students**”). The Interim Reports are used to manage SNG funding, redistribute de-obligated monies, set the grant amounts and income cutoffs for the succeeding year, and provide the basis for the preliminary reserve distribution. Note: The final Interim Report is the year-end reconciliation and is due July 9, 2007.

DUE DATES

Report	Due Date
Fall Interim Report	November 3, 2006
Winter Interim Report	February 2, 2007
Spring Interim Report	May 4, 2007
Reconciliation Report	July 9, 2007

RECORD LAYOUTS

The record layouts for the Interim Reports can be found on-line at:

<https://fortress.wa.gov/hecb/secure/login.asp>

All public institutions must submit the Interim Report in a text file format. Non-public institutions must submit the report using the SNG Utility or as a text file. The layout specifications and layout format instructions are at the end of the chapter and on the HECB secure Website under the SNG “Memos/Forms” link.

The reports are split into two separate files: (1) All **Awarded (served)** Students, and (2) All **Unserved** Students. Within each category they are also broken down into summary and detail data.

**AWARDED
(SERVED)
STUDENTS**

“Awarded students,” also referred to as “served students,” are those who have either received an SNG payment or who have had SNG funds committed (student has accepted an award letter) but not yet disbursed at the time of the report.

Exclude TRIO

TRIO recipients are excluded from both the awarded and the unserved reports. The HECB collects separate reports on service to the TRIO recipients. It shall not be duplicated on the Interim Reports.

Exclude GEAR UP

GEAR UP is a separate program and shall not be reported on the Interim or SNG Reconciliation reports. GEAR UP scholarships are no longer part of the SNG.

**UNSERVED
STUDENTS**

“Unserved students” are those who are enrolled and eligible to receive the SNG, but for whom no award has been committed due to the institution’s lack of funds. This includes eligible students who enrolled during a summer period but did not receive the SNG.

It is important that all students included in the unserved student population be validated as “eligible”. If schools are unable to verify the accuracy of the unserved data, a confidence factor shall be provided to the HECB prior to reconciliation.

Up to 65% MFI

For the unserved student file, the institution must report every enrolled SNG eligible student who has not been awarded the SNG due to a lack of funding. This should include all eligible students with incomes up to 65 percent of the state’s median income.

**Students on Both
Lists**

A student may be on both the awarded and the unserved lists, but not for the same term. For example, a student who received the SNG for the fall and spring semesters but did not receive the grant while enrolled in one or both summer sessions, may be listed as unserved for those summer sessions.

**DATA
SUBMISSIONS**

If schools use institutional funds due to lack of SNG funding, these students shall be included in the unserved population.

Summary and Detail Records

Each file has a “summary” record and a “detail” record. The summary record contains basic demographic information that is unlikely to change in the course of the year. The detail record is an accounting of each term’s enrollment, disbursement, and/or award.

The Interim Report must contain a summary and a detail record for every student. A single summary record is reported for each student and a separate detail record is reported for each term during which the eligible student is enrolled. Each student may have up to five detail records per academic year.

EDITS

The Interim Reporting Tool rejects data in the form of edits that may or may not be able to be overridden. All edits must be addressed individually, except informational edits.

SECURE DATA TRANSMISSION

No personally identifiable information shall be transmitted to the HECB via email. All reports must be electronically uploaded to the HECB via the Interim Reporting Tool link in the password-protected HECB Website.

SECURITY OF INFORMATION

All schools are expected to treat information on the password-protected HECB Website in accordance with the Electronic Agreement contained in the Institutional Agreement to Participate. Schools and individuals are granted access to the SNG files with the expectation that they protect the confidentiality of this information with the same level of care as they do any other student aid document. Information contained in these files is for the sole purpose of administering the SNG program. This information may not be used for research. If you have questions about the proper use of the information, please call the HECB at (360) 753-7850.

Each school should have a HECB-assigned password. If you have forgotten your school’s password, please call the SNG staff at (360) 753-7841.

INSTITUTIONAL STUDENT ID

The Interim Reporting Tool has the ability to add institutional student ID numbers at the end of each record that you upload. These ID’s are stored with the rest of your data.

**RECONCILIATION
REPORT
BALANCE SHEET**

After the reconciliation report has been submitted at year's end (July Interim Report), a balance sheet may be accessed via the Interim Reporting Tool. Please ensure that your detail and summary data are equal and your ending balance is \$0.

**VALIDATION
REPORTS**

Validation Reports are uploaded by the HECB to a school's HECB secure site under the following circumstances:

- Private schools on a quarterly basis, following each interim report
- TRIO schools in May of each year
- Transfer fund schools in May of each year

Schools are expected to make necessary changes and validate the information uploaded for their review, **then return the corrected information back to the HECB.**

**WASHINGTON STATE NEED GRANT PROGRAM
YEAR-END RECONCILIATION OF RECORDS
FY 2006-2007**

**PUBLIC INSTITUTIONS
DUE DATE: JULY 9, 2007**

Institution Name: _____

Code: _____

1. What is the total SNG dollar amount received from the HECB for 2006-2007? \$ _____ -

2. What is the total SNG amount your institution expended for the 2006-2007 school year? (Report attached.) \$ _____ -

3. A. Amount to be refunded to the HECB (by EFT, IAP or check payable to the "State of Washington"), or \$ _____ -

B. Balance due to the institution to close out 2006-2007. \$ _____ -

4. This institution has transmitted a Reconciliation of Records (final interim) report which details SNG funds disbursed by student, by term. I certify that these students were eligible for, and received SNG funds according to the guidelines stated in the 2006-2007 SNG Program Manual.

Signature of Financial Aid Administrator

Date

STATE NEED GRANT PROGRAM

SNG Interim Report Record Layout for Public Schools

These record layouts represent two separate files; one for served students and one for unserved students. Served students have been awarded SNG. Unserved students are enrolled and eligible for the SNG, but have not been awarded due to insufficient funding. Be sure to report all students whose family incomes are up to 65 percent of the state's median income.

Both files have sections for a detail record and a summary record for each student. The detail record reports the actual and anticipated awards and enrollment status for each recipient. Each term the student receives a payment is reported on the detail record as a separate line. Each term an unserved student is enrolled but is left unserved because of lack of funding is also reported as a separate line.

The summary record contains information such as the student's median family income and family size. Only one line per student is reported on the summary record.

Served Students – Detail Record

Field Name	Length	Description
Record Type	1	"D" for detail
Institution Code	4	Numeric, Four digit HECB assigned code
Transaction date	8	Date this "snapshot" was created. MMDDYYYY.
Social Security Number	9	Numeric, nine digits, no hyphens, cannot be blank or alpha
Amount Awarded and Committed	6	Numeric, six digits, dollars and cents, no decimal point, precede amount with leading zeros if necessary. Example: 078600 = \$786
Term code	1	Numeric, 1=First summer term, 2=Fall, 3=Winter, 4=Spring 5=Last summer term
Revised Payment	1	(blank for public institutions)
Supplemental Payment	1	(blank for public institutions)
Enrollment status code*	1	Numeric, 1= Full time, 2=Halftime, 3=3/4 time, 5=1/4 time
DCA Included flag	1	Y or blank space
Payment status	1	Leave Blank
Repayment status	1	Y or blank space
Student ID (optional)	20	Alpha and numeric
Filler	65	Blank spaces
Total Record Length	120	

Served Students – Summary Record

Record Type	1	"S" for Summary
Institution Code	4	Numeric, four digit HECB assigned code
Transaction date	8	Date this "snapshot" was created. MMDDYYYY
Social Security Number	9	Numeric, nine digits, no hyphens, cannot be blank or alpha
Last Name	30	Alpha, Fill with blank spaces to the right of the name
First Name	30	Alpha, Fill with blank spaces to the right of the name
Middle Initial	1	Alpha, one character or blank space
Total Award including DCA	6	Numeric, six digits, dollars and cents, no decimal point, precede amount with leading zeros if necessary. Example: 078600 = \$786
Total DCA	6	Numeric, six digits, dollars and cents, no decimal point, precede amount with leading zeros if necessary. Example: 020600 = \$206
Family Income	8	Numeric, eight digits, dollars and cents, no decimal point, precede amount with leading zeros if necessary. Example: 02100000 = \$21,000.00
Family Size	2	Precede with a leading zero if necessary
Number in College	2	Precede with a leading zero if necessary
Student ID (optional)	13	Alpha and numeric
Total Record Length	120	

STATE NEED GRANT PROGRAM

SNG Interim Report Record Layout for Public Schools

Unserved Students – Detail Record

Field Name	Length	Description
Record Type	1	“D” for detail
Institution Code	4	Numeric, four digit HECB assigned code
Transaction date	8	Date this “snapshot” was created. MMDDYYYY
Social Security Number	9	Numeric, nine digits, no hyphens, cannot be blank or alpha
Term code	1	Numeric, 1=First summer term, 2=Fall, 3=Winter, 4=Spring 5=Last summer term
Enrollment status code*	1	Numeric, 1= Full time, 2=Halftime, 3=3/4 time, 5=1/4 time
Student ID (optional)	20	Alpha and numeric
Filler	76	Blank spaces
Total Record Length	120	

Unserved Students – Summary Record

Record Type	1	“S” for Summary
Institution Code	4	Numeric, four digit HECB assigned code
Transaction date	8	Date this “snapshot” was created. MMDDYYYY
Social Security Number	9	Numeric, nine digits, no hyphens, cannot be blank or alpha
Last Name	30	Alpha, fill with blank spaces to the right of the name
First Name	30	Alpha, fill with blank spaces to the right of the name
Middle Initial	1	Alpha, one character or blank space
Family Income	8	Numeric, eight digits, dollars and cents, no decimal point, precede amount with leading zeros if necessary. Example: 02100000 = \$21,000.00
Family Size	2	Precede with a leading zero if necessary
Number in College	2	Precede with a leading zero if necessary
Student ID (optional)	20	Alpha and numeric
Filler	5	Blank spaces
Total Record Length	120	